

Select originating cluster**Information Memorandum
Transmittal**

Debra McDermott
Authorized Signature

Number: SPD-IM-04-028
Issue Date: 03/29/2004

Topic: Provider Information

Subject: Worker's Compensation Brochure Mailing to Homecare Workers

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Message: Attached is a copy of the SAIF workers' compensation brochure being mailed to all homecare workers the week of March 29, 2004. The Home Care Commission included a cover letter explaining what workers' compensation is and the brochure explains what to do if a HCW is injured while working for a SPD/AAA client.

The brochure is in English, Spanish and Russian. Attached is only the English version.

If you have any questions about this information, contact:

Contact(s):	Genevieve M. Sundet		
Phone:	(503) 945-5990	Fax:	(503) 373-7902
E-mail:	Genevieve.M.Sundet@state.or.us		



Injury Claims Assistance, Inc.

1-888-365-0001

Salem (503) 365-0002

SAIF CORPORATION

On the job for Oregon

400 High Street SE, Salem, OR 97312

1-800-285-8525

www.saif.com

OREGON HOME CARE WORKER



**What to do if you are
injured on the job**

**¿Qué debe hacer si tiene
un accidente en el
trabajo?**

**Что нужно делать, если вы
получили травму на
работе**

If you are injured on the job...



SAIF Corporation is the
workers' compensation
insurance carrier for
home care workers
who are represented by SEIU.

To file a claim:

- 1) Contact
Injury Claims Assistance, Inc.
1-888-365-0001
Salem (503) 365-0002
Identify yourself as a **home care worker**.
- 2) Tell your client right away that
you were injured.
- 3) If you seek medical treatment, tell the
doctor you were hurt on the job.
Identify yourself as a **home care worker**.

If you are unable to reach Injury Claims
Assistance, Inc., contact:

SAIF Corporation
1-800-285-8525

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1-800-285-8525

As of April 1, 2004, registered Oregon in-home care workers who are represented by Service Employees International Union (SEIU) Local 503 are eligible for workers' compensation coverage for injuries that occur on the job. SAIF Corporation is the workers' compensation insurance carrier.

How to file a claim:

If you are a registered Oregon in-home care worker and you have been injured working for a client, you may wish to file a workers' compensation claim. These simple steps will ensure that your claim is processed correctly.

- 1 Contact the claim filing administrator:
Injury Claims Assistance, Inc.
1-888-365-0001
Salem (503) 365-0002
Tell the representative you are a **home care worker** and want to file a claim.
- 2 Tell your client right away that you were injured while working for them.
- 3 If you seek medical treatment for your work injury, tell the doctor you were hurt on the job. Ask for and complete **Form 827** (the worker's and physician's report for workers' compensation claims). Identify yourself as a **home care worker** on this form.

If you cannot reach the injury reporting line above, call **SAIF Corporation** at **1-800-285-8525** and ask for a claim form to be sent by mail. Identify yourself as a **home care worker** on this form and return the completed form to:

SAIF Corporation
400 High St SE
Salem, OR 97312



A removable reference card with this information is provided in back of this brochure.

To protect your rights and help process your claim

- Report any work injury immediately
- Complete and return the Form 801 (the "Worker's and Employer's Report of Occupational Injury or Disease/Illness").
- Respond quickly to phone calls and letters from Injury Claims Assistance, Inc. and SAIF Corporation requesting information.
- Sign the medical release form so medical information about your injury can be gathered to process your claim.
- Cooperate with efforts by SAIF Corporation and/or Injury Claims Assistance, Inc. to facilitate a return-to-work situation if you are unable to perform your normally assigned tasks.

IMPORTANT

Filing a claim does not automatically make your injury qualify for workers' compensation benefits.

Deliberately making false or misleading statements or representation for the purpose of obtaining any benefit or payment is considered fraud and is punishable by law.